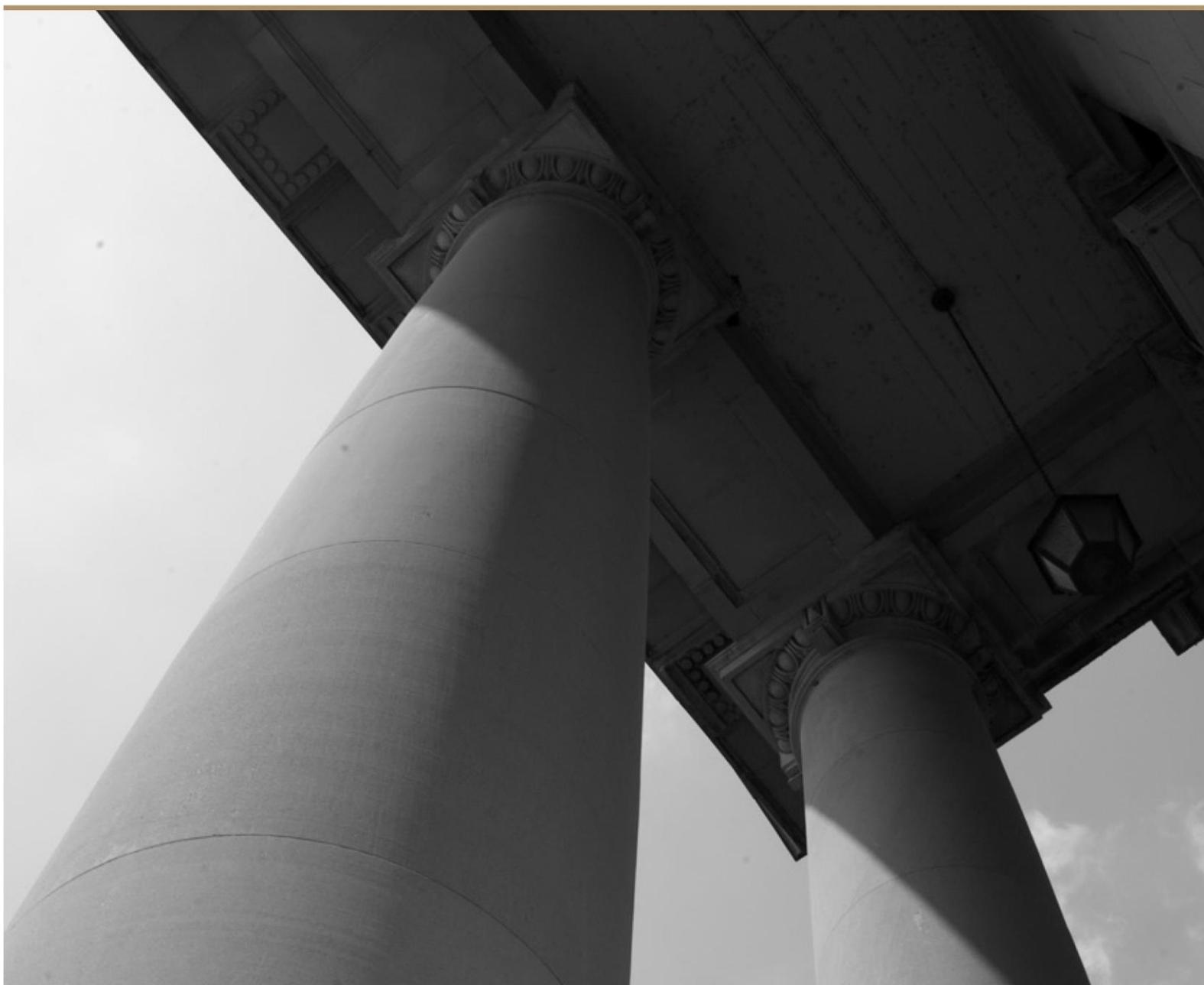




# EQUAL EMPLOYMENT OPPORTUNITY PLAN - 2016

## NC JUDICIAL BRANCH OF GOVERNMENT

PREPARED BY  
NC ADMINISTRATIVE OFFICE OF THE COURTS / HUMAN RESOURCES DIVISION  
JULY 2018





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**About the North Carolina Judicial Branch**

The mission of the North Carolina Judicial Branch is to protect and preserve the rights and liberties of all the people as guaranteed by the Constitutions and laws of the United States and North Carolina by providing a fair, independent and accessible forum for the just, timely and economical resolution of their legal affairs.

**About the North Carolina Administrative Office of the Courts**

The mission of the North Carolina Administrative Office of the Courts is to provide services to help North Carolina’s unified court system operate more efficiently and effectively, taking into account each courthouse’s diverse needs, caseloads, and available resources.



# INTRODUCTION

The mission of the North Carolina Judicial Branch is to protect and preserve the rights and liberties of all the people, as guaranteed by the Constitutions and laws of the United States and North Carolina, by providing a fair, independent, and accessible forum for the just, timely, and economical resolution of their legal affairs.

The NC Judicial Branch, comprised of district, superior, and appellate court divisions, is unified for purposes of jurisdiction, operation, and administration under a General Court of Justice and includes over 1,367 independently elected or appointed officials. The NC Administrative Office of the Courts (NCAOC) is the agency within the Judicial Branch tasked with providing operational and administrative support to the courts and their staff. NCAOC develops the uniform rules, forms, and methods for keeping the records of the courts, administers the budget, and authorizes expenditure of the funds appropriated by the General Assembly for the Judicial Branch.

As of December 31, 2016, there were 6,845 Judicial Branch employees, of which 1,371 were independently elected or appointed officials. Of the elected and appointed officials, 288 of them are designated as an independent hiring authority. The NC Judicial Branch of Government is exempt from North Carolina's State Human Resources Act (with the exception of Articles 6 and 7), and under common law of North Carolina all Judicial Branch employees are at-will with each person serving at the pleasure of a hiring authority.

While the EEO Policy is designed exclusively for the NCAOC, it is available for review by independent hiring authorities within the Judicial Branch. Hiring authorities are encouraged to adopt this program as it is written or to develop a similar program that addresses equitable and fair treatment for all employees and applicants.

# POLICY STATEMENT

The NCAOC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, genetic information, or disability. In addition to federal law requirements, the NCAOC complies with applicable state laws governing nondiscrimination in employment as outlined in North Carolina General Statutes Chapter 126, Article 6. Our policy applies to all terms and conditions of employment including recruiting, hiring, promotion, termination, reduction in force, disciplinary action, transfer, leave of absence, compensation, and training.

Any form of workplace harassment based on race, color, religion, sex (including pregnancy), national origin, age, genetic information, or disability is expressly prohibited.

The NCAOC encourages and supports all Judicial Branch hiring authorities including independently elected and appointed officials across the state to follow this policy and overall philosophy regarding equal employment opportunity.

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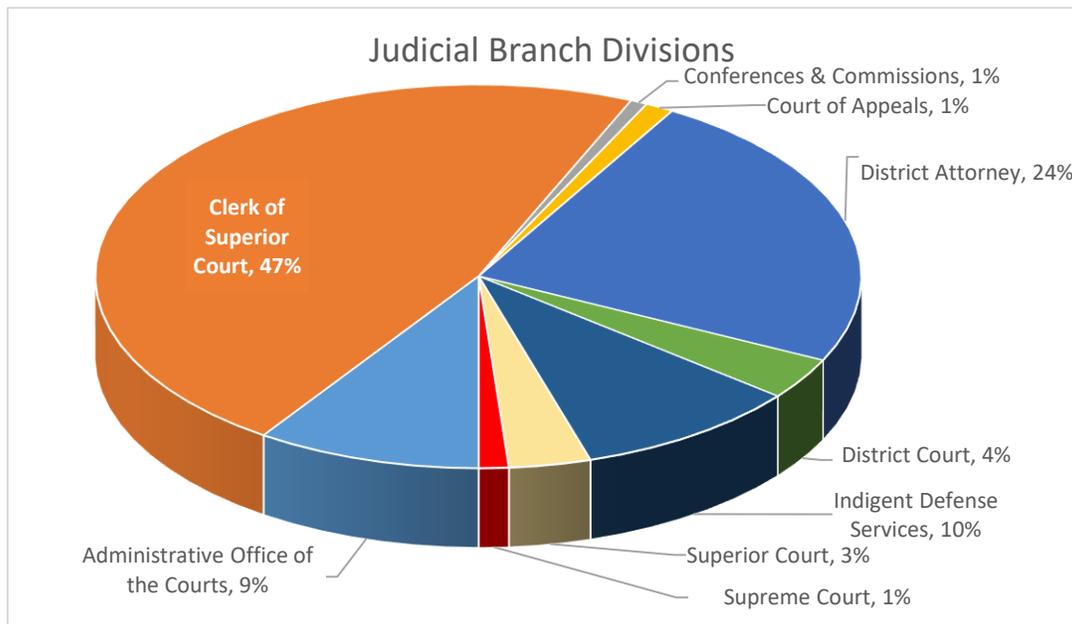


# WORKFORCE DEMOGRAPHICS

The tables and charts below illustrate the demographics of the Judicial Branch and the Workforce Data section further analyzes those demographics by employment category. All data is as of December 31, 2016 unless otherwise noted.

Employees included in this analysis are comprised of those in the following nine divisions and excludes elected and appointed officials. Each division also notes the percentage of total employee representation in the Judicial Branch (excluding elected and appointed officials).

- Administrative Office of the Courts
- Clerk of Superior Court
- Conferences and Commissions
- Court of Appeals
- District Attorney
- District Court
- Indigent Defense Services
- Superior Court
- Supreme Court

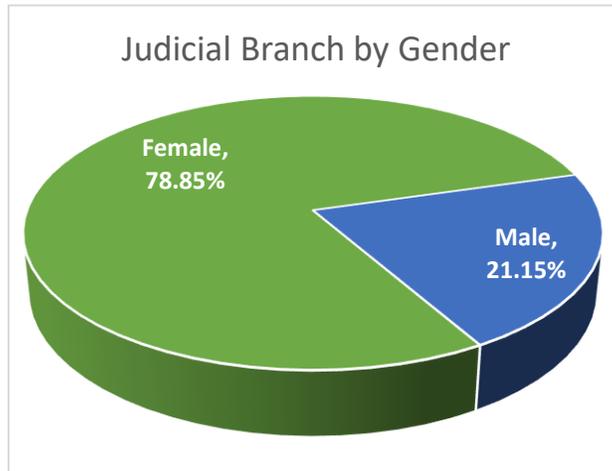


The Conferences and Commissions division includes the Conference of Clerks of Superior Court, Conference of District Attorneys, Chief Justice’s Commission on Professionalism, Dispute Resolution Commission, Innocence Inquiry Commission, Judicial Standards Commission, Sentencing and Policy Advisory Commission, and the Equal Access to Justice Commission.

## Gender

Females significantly outnumber males across all Judicial Branch divisions (78.45% females to 21.15% males, practically unchanged from 2015). This may be due to the large number of entry level positions, predominantly deputy clerk and legal assistant.





## Ethnic Origin

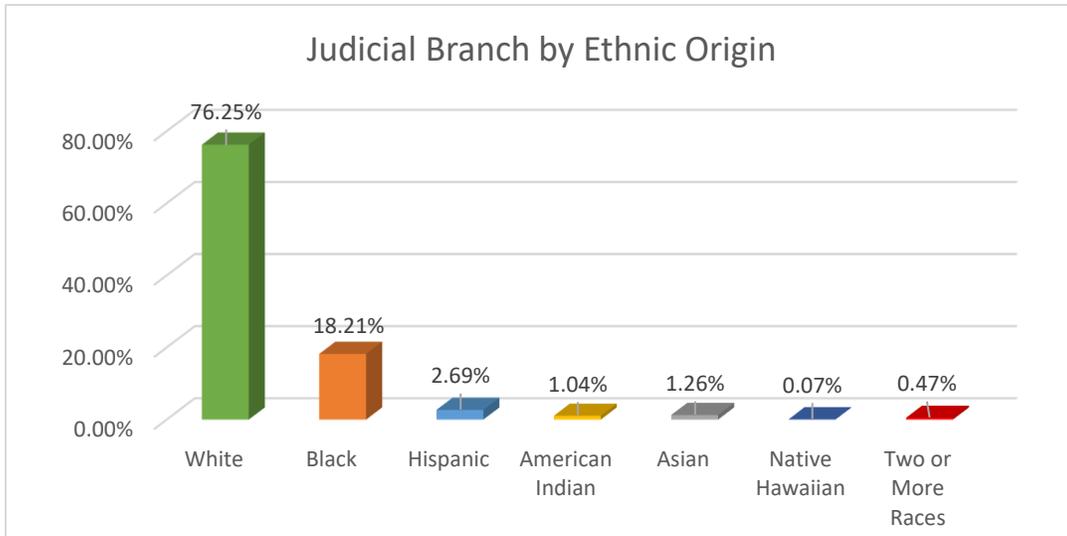
The personnel system collects race / ethnic origin information for the following groups:

- White (Non-Hispanic / Latino)
- Black / African American (Non-Hispanic / Latino)
- Hispanic / Latino
- American Indian / Alaskan Native (Non-Hispanic / Latino)
- Asian (Non-Hispanic / Latino)
- Native Hawaiian / Other Pacific Islander (Non-Hispanic / Latino)
- Two or More Races

All employees identifying as Hispanic / Latino regardless of race are listed as Hispanic / Latino. In the charts that follow, an American Indian designation includes both American Indians and Alaskan Natives and a Native Hawaiian designation includes both Native Hawaiians and Other Pacific Islanders.

Although minority hiring and promotions have improved for the past two years, ethnic origin data indicates the Judicial Branch needs to continue to improve its outreach to and retention of minority groups. Measures to address the underutilization of minority groups are addressed in the Objectives and Steps section.

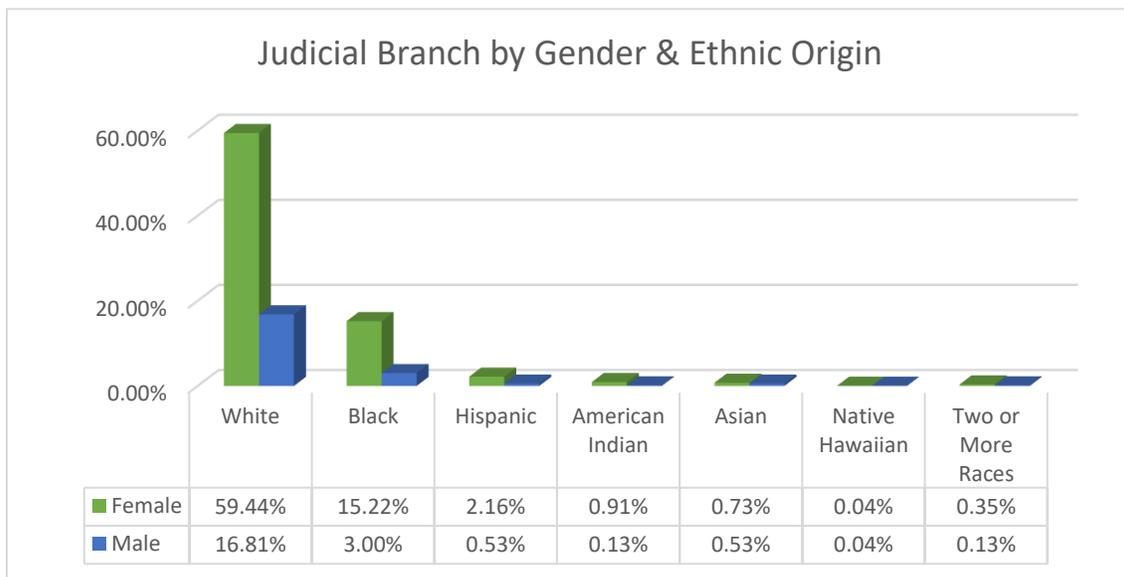




## Gender and Ethnic Origin

This chart combines the gender and ethnic origin of Judicial Branch employees further refining the demographic composition of the Judicial Branch. As the individual Gender and Ethnic Origin charts indicate, white females represent the largest group of employees.

Again, the Judicial Branch needs to improve its outreach to and retention of minority groups and males in most job categories as indicated in the subsequent Workforce Data section.



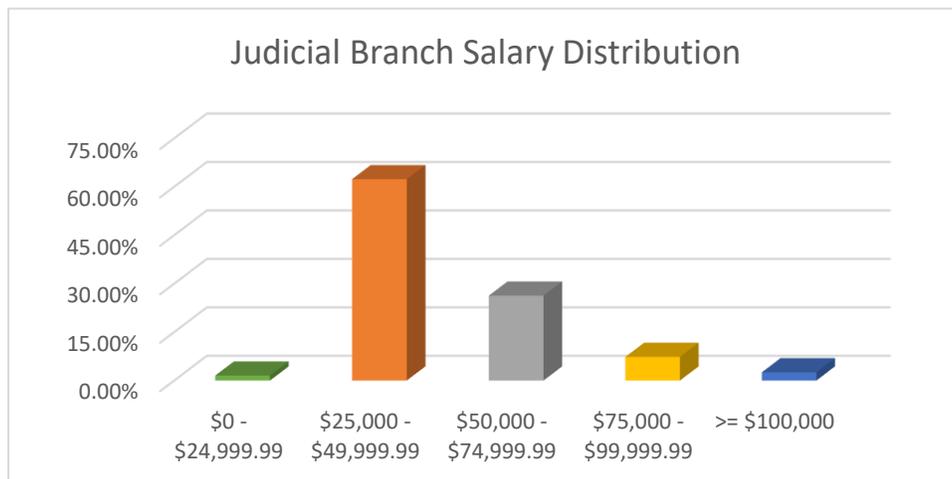
## Salaries

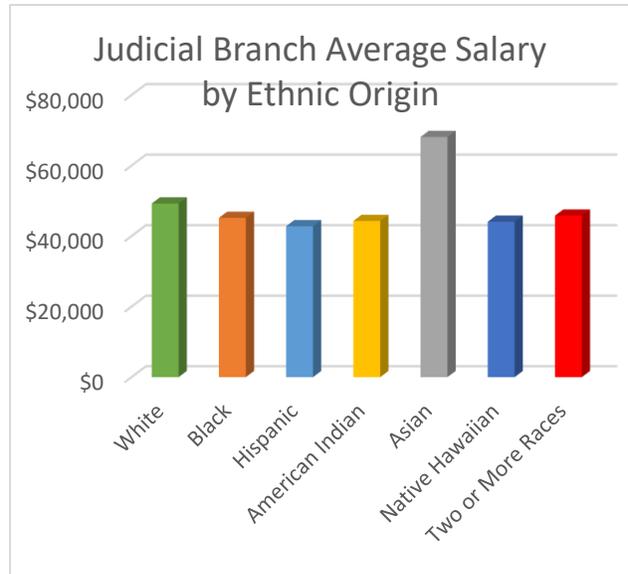
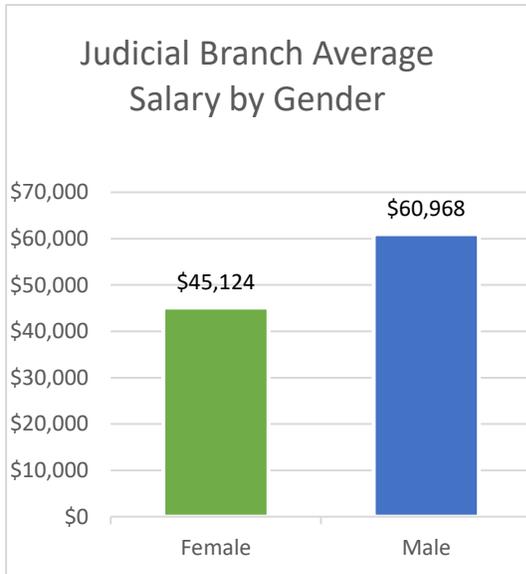
The average full-time salary for Judicial Branch employees in 2016 was \$49,192 (+5.62% from 2015) with a minimum of \$28,646 (+1.50% from 2015) and a maximum of \$139,303 (+4.50% from 2015), excluding temporary positions. For part-time workers, the average salary was \$28,534 with a minimum of \$7,162 and a maximum of \$87,711, excluding temporary positions. Workers earning \$49,999 or less is 62.33%, a decrease of 9.67% from 2015. Those earning \$100,000 or more increased from 2% in 2015 to 2.54% in 2016.

Overall, in both full-time and part-time positions, males generally receive slightly higher pay than females. This may be due to the high number of entry-level positions that tend to attract more women than men and although there are fewer men, they tend to occupy mid- and upper-level positions that offer higher salaries. For positions where salaries are set by statute, such as deputy clerks, there is gender pay equity.

There is little disparity in average salaries across ethnic groups indicating that when minorities are hired, there is a high level of fairness in pay across dominant and minority groups. Asians have a higher average salary and this may be attributed to the concentration of this demographic group in advanced technical positions that generally command higher than average salaries.

Salaries have improved with the waning of the 2008 recession allowing for legislative raises and step increases to address issues of pay equity.





## Workforce Data

Judicial Branch employees are compared to statewide labor force statistics of available workers collected from the U.S. Census Bureau, 2006 – 2010 American Community Survey, the latest figures available. <sup>1</sup>

The U.S. Census Bureau organizes employees in the following employment categories.

- Officials / Administrators
- Professionals
- Technicians
- Protective Services: Sworn
- Protective Services: Not Sworn
- Administrative Support
- Skilled Craft
- Service / Maintenance

**\*NOTE\*** The Judicial Branch does not employ individuals in the Protective Services: Not Sworn category and the Service / Maintenance employment category.

<sup>1</sup> EEO-ALL06R-Geography-Wake County, North Carolina Estimate-Estimate: EEO Gr. State and Local Government Job Groups by Sex, and Race/Ethnicity for Residence Geography, Total Population - Universe: Civilian labor force 16 years and over. The EEO Tabulation is sponsored by four Federal agencies consisting of the Equal Employment Opportunity Commission (EEOC), the Employment Litigation Section of the Civil Rights Division at the Department of Justice (DOJ), the Office of Federal Contract Compliance Programs (OFCCP) at the Department of Labor, and the Office of Personnel Management (OPM). See [http://factfinder.census.gov/bkmk/table/1.0/en/EEO/10\\_5YR/EEOALL6R/0500000US37183](http://factfinder.census.gov/bkmk/table/1.0/en/EEO/10_5YR/EEOALL6R/0500000US37183).



## UTILIZATION ANALYSIS

NC Judicial Branch Excluding Elected and Appointed Officials - Workforce as of 12/31/16  
 compared to  
 North Carolina - U.S. Census Bureau, 2006-2010 American Community Survey

Job Category	Male							Female						
	W	B	H	AI/AN	Asian	Native Hawaiian / OPI	2 or More Races	W	B	H	AI/AN	Asian	Native Hawaiian / OPI	2 or More Races
<b>Officials/Administrators</b>														
Judicial Branch Workforce	39.1%	4.3%	0.0%	0.0%	0.0%	0.0%	4.3%	39.1%	13.0%	0.0%	0.0%	0.0%	0.0%	0.0%
North Carolina ACS	49.6%	5.3%	1.8%	0.3%	1.2%	0.0%	0.5%	31.5%	7.2%	1.1%	0.3%	0.8%	0.0%	0.4%
Utilization	-10.5%	-1.0%	-1.8%	-0.3%	-1.2%	0.0%	3.9%	7.7%	5.8%	-1.1%	-0.3%	-0.8%	0.0%	-0.4%
<b>Professionals</b>														
Judicial Branch Workforce	34.8%	4.1%	0.9%	0.2%	1.5%	0.1%	0.3%	44.8%	9.6%	1.6%	0.4%	1.5%	0.0%	0.3%
North Carolina ACS	31.9%	4.3%	1.1%	0.2%	2.1%	0.0%	0.5%	45.6%	9.9%	1.6%	0.5%	1.7%	0.0%	0.7%
Utilization	2.8%	-0.3%	-0.1%	0.1%	-0.6%	0.0%	-0.2%	-0.8%	-0.2%	0.0%	-0.1%	-0.2%	0.0%	-0.4%
<b>Technicians</b>														
Judicial Branch Workforce	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
North Carolina ACS	29.6%	5.9%	1.0%	0.2%	1.7%	0.0%	0.4%	43.3%	13.7%	1.6%	0.7%	1.3%	0.0%	0.6%
Utilization	70.4%	-5.9%	-1.0%	-0.2%	-1.7%	0.0%	-0.4%	-43.3%	-13.7%	-1.6%	-0.7%	-1.3%	0.0%	-0.6%
<b>Protective Services: Sworn</b>														
Judicial Branch Workforce	43.3%	13.3%	3.3%	0.0%	0.0%	0.0%	0.0%	28.9%	7.8%	2.2%	1.1%	0.0%	0.0%	0.0%
North Carolina ACS	58.2%	16.8%	1.8%	0.7%	0.4%	0.0%	0.9%	10.4%	9.5%	0.8%	0.2%	0.1%	0.0%	0.2%
Utilization	-14.9%	-3.5%	1.5%	-0.7%	-0.4%	0.0%	-0.9%	18.5%	-1.7%	1.4%	0.9%	-0.1%	0.0%	-0.2%
<b>Administrative Support</b>														
Judicial Branch Workforce**	6.8%	2.1%	0.3%	0.1%	0.1%	0.0%	0.0%	67.9%	18.2%	2.4%	1.2%	0.4%	0.1%	0.4%
North Carolina ACS	26.0%	6.2%	1.4%	0.2%	0.6%	0.0%	0.5%	46.3%	14.0%	2.5%	0.5%	0.9%	0.0%	0.9%
Utilization	-19.2%	-4.1%	-1.1%	-0.1%	-0.6%	0.0%	-0.4%	21.6%	4.2%	0.0%	0.7%	-0.5%	0.0%	-0.5%
<b>Service &amp; Maintenance</b>														
Judicial Branch Workforce	78.6%	21.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
North Carolina ACS	31.1%	14.8%	8.0%	0.6%	1.0%	0.0%	0.6%	23.4%	13.7%	4.6%	0.6%	1.0%	0.0%	0.6%
Utilization	47.5%	6.7%	-8.0%	-0.6%	-1.0%	0.0%	-0.6%	-23.4%	-13.7%	-4.6%	-0.6%	-1.0%	0.0%	-0.6%

Administrative Support positions comprise 65% of all Judicial Branch positions. Professionals make up 32% with the remaining 3% allocated across the remaining job categories.

The Utilization Analysis Chart indicates a continued need to work towards objectives that address the underutilization of some minority groups in the Judicial Branch workforce. Employment categories where Judicial Branch employment is 2% or more below projected census data from the 2006 – 2010 American Community Survey and where Judicial Branch employment exceeds 30 or more employees include the following groups.

1. In the Protective Services: Sworn job category, white males were underutilized (-14.9%, a 3.3% decrease from 2015).
2. Also in the Protective Services: Sworn job category, black males were underutilized (-3.5%, a 1.7% decrease from 2015).
3. The Administrative Support job category suggests an underutilization of males across several racial/ethnic groups.



Note that although the percentages of employees belonging to the Technicians employment category are comprised of 100% white males, there are only four (4) employees in this employment category.

There are different reasons for the reported underutilization of the demographic groups and job categories noted above that may be correlated with the nature of the work performed by Judicial Branch staff, and differing population demographics from rural and urban areas across the state.

**1. Address the underutilization of white males in the Protective Services: Sworn job category.**

The underutilization of white males and black males in the Protective Services: Sworn job category is mischaracterized. The Judicial Branch is nearly 79% female across all job categories. Males of all race/ethnic groups outnumber females of all race/ethnic groups in the Protective Services: Sworn category with white males representing 43% of all employees in this job category. Therefore, although the state's demographic data may suggest an underutilization of white males in the Protective Services: Sworn job category, they represent the largest number of employees. This job category is comprised exclusively by investigator positions. Many of the applicants and hires for investigator positions come from a law enforcement background which is also predominately male. With a limited number of positions, increasing the number of white males in the Protective Services job category may be detrimental to other race and ethnic groups.

**2. Address the underutilization of black males in the Protective Services: Sworn job category.**

Black males in the Protective Services: Sworn job category have parity with black females in this job category with 12 males and 7 females so employed. This minor difference considered in the context of limited positions and applicants who tend to have a law enforcement background may be at odds with the state's demographics but are not indicative of bias in the hiring practices of Judicial Branch offices.

**3. Address the underutilization of males across several racial/ethnic groups in the Administrative Support job category.**

The underutilization of males across several racial and ethnic groups in the Administrative Support job category is a challenge as the Judicial Branch is nearly 79% female in all job categories. Employees in the Administrative Services category are 65% of all Judicial Branch employees and of these, 90% are females of all race and ethnic groups.

The disparity between male and female employment across all racial and ethnic groups in the Administrative Services job category is difficult to remedy due to the nature of the positions in this job category. The positions in this category tend to be entry-level, clerical positions, or positions that deal with working with vulnerable populations such as children and victims, all of which tend to attract greater numbers of female applicants than male applicants.



## Recruitment and Retention

The Judicial Branch received only 2.29% of the overall 2016 – 2017 State budget, a minor increase from the 2.23% allotted in the 2015 – 2016 budget. This funding, however, still leaves the North Carolina Judicial Branch as one of lowest funded judiciaries in the country.

Since the 2008 recession the Judicial Branch faced \$80.6 million in budget cuts and had nearly 10% of its positions eliminated due to budget cuts. With minor increase in funding in the last two 2-year budget cycles and correlated increases in regained positions, the Judicial Branch is close to its pre-recession staffing numbers. The majority of posted positions are entry-level and do not require education or experience. Depending on the population density of the district the position serves, we may receive in excess of 300 applications for one job opening.

The Judicial Branch had been unable to participate in career fairs in the past few years due to budget cuts and loss of positions. In the intervening years, the Judicial Branch has come to rely on technology as the primary tool for reaching applicants. There are two staff members who now service the entire Judicial Branch's recruitment needs.

By statute nearly all positions, with limited exceptions, are required to be posted with the state's Employment Security Commission (see NCGS § 96-29). The Judicial Branch partners with the North Carolina Executive Branch to take advantage of the state's online recruiting tool and applicant tracking system, NeoGov. The use of this program satisfies the statute's requirements. The effectiveness of this online recruiting system in attracting diverse applicants is further enhanced by its association with indeed.com, a job aggregator site with national reach. According to their own information, indeed.com aggregates job postings from thousands of websites including job boards, staffing firms, associations, and company career pages. Both indeed.com and NeoGov are free to applicants. The recruitment team also uses Facebook, Twitter, and LinkedIn to reach potential applicants.

In an effort to recruit underutilized groups of people, the NCAOC, as the administrative support division of the Judicial Branch, takes the following actions.

1. Review recruitment methods, practices, and policies to ensure underutilized population groups are informed of our employment opportunities through internet advertising and posting positions with industry related websites. Job postings on the state government jobs website are simultaneously posted with a job site aggregator, at present and for the near future, this site is indeed.com.
2. Electronic recruitment is expanded to include the use of Facebook, Twitter, and LinkedIn to better meet applicants on their preferred job search platforms. These sites direct applicants to apply through the state government jobs website to ensure applications capture required demographic information.



3. The electronic recruiting system used by the NCAOC collects applicant demographics to better assess our outreach to minority groups. Applicant demographic data, however, is not made available to hiring managers to reduce potential bias in the selection process.
4. NCAOC continues to review all job descriptions and job postings to ensure no unnecessary barriers exist that would adversely affect underutilized groups and minorities.

In an effort to retain underutilized groups of people, the NCAOC, as the administrative support division of the Judicial Branch, takes the following actions.

1. Provide learning resources and assist hiring authorities with the applicant evaluation and selection process, interviewing procedures, and final selection process to improve the matching of qualified applicants to job requirements.
2. Monitor promotion policies and procedures to ensure hiring managers across the state provide equal employment opportunities for promotions and transfers for all qualified employees.

## ELECTED AND APPOINTED OFFICIALS

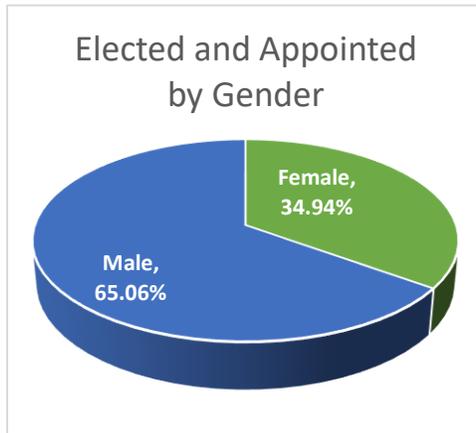
There were 1,371 elected and appointed officials in the Judicial Branch in 2016. Elected positions (529) are those offices for which the voters directly elect a representative and include Judges, District Attorneys, and Clerks of Court. In the event an incumbent does not finish his/her term of office, the general statutes provide a designated authority to fill the vacancy by appointment of a person to complete the remainder of the term. In this analysis, such positions are still counted as elected positions.

Appointed officials (842) are those appointed by the Governor, a Commission, or court official and include Public Defenders, emergency and special judges, magistrates, and certain high-level administrative positions in the appellate courts and the Administrative Office of the Courts. Although EEO policies do not apply to the election or appointment of these office-holders, a demographic analysis of this group provides interesting insights.

### Gender and Ethnic Origin

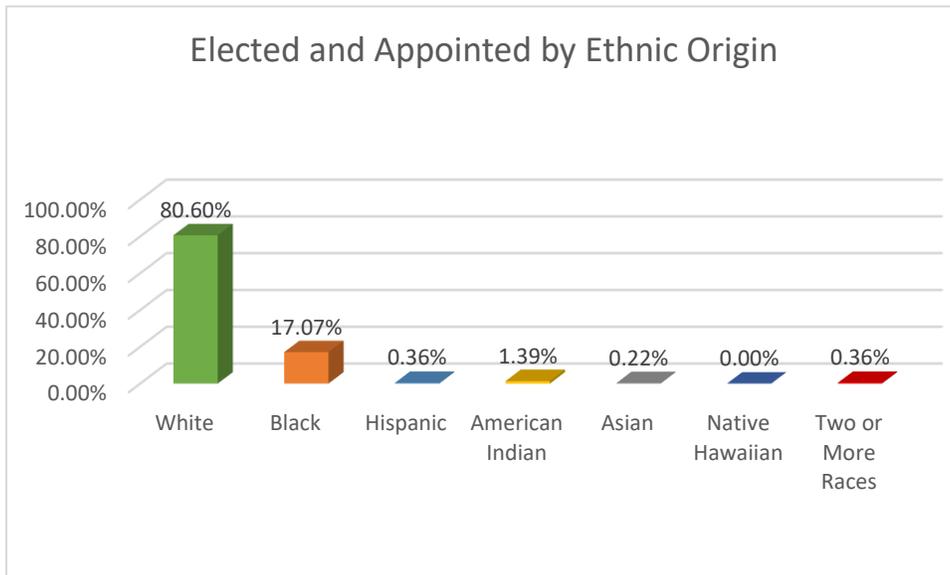
While women outnumber men in the Judicial Branch as a whole largely due to the entry-level, clerical nature of the majority of positions, among elected and appointed officials, males outnumber females by nearly 2:1. Numerous articles over the years have addressed the difficulty of women achieving parity in elected positions and political appointments. This analysis shows there is still a large gender gap within these positions.

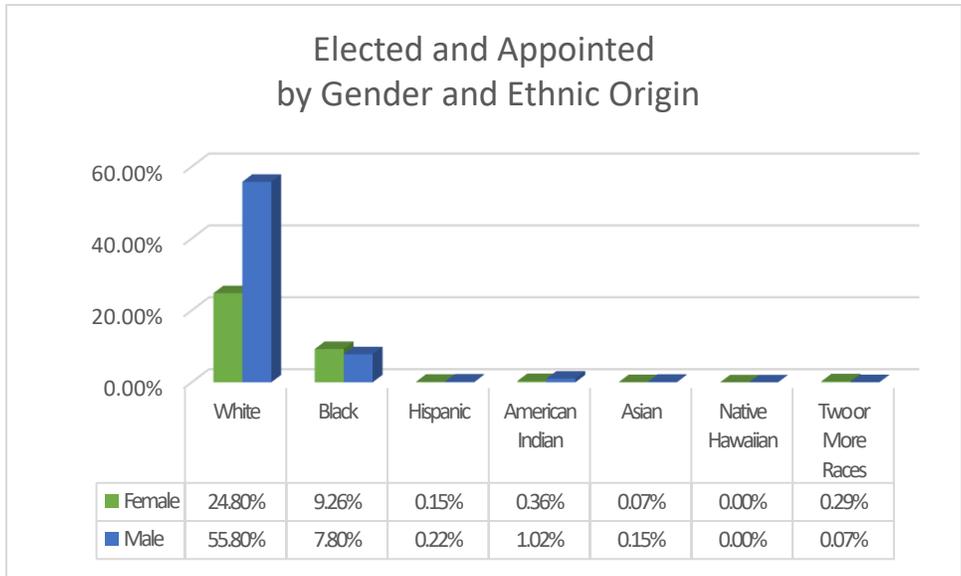




The ethnic origin of elected and appointed officials is similar to that of the Judicial Branch as a whole with a slightly higher percentage of people identifying as American Indian among elected and appointed officials.

Since males outnumber females 2:1 among elected and appointed officials it is interesting to note that within this group, black females (9.26%) have a slight edge over black males (7.80%).

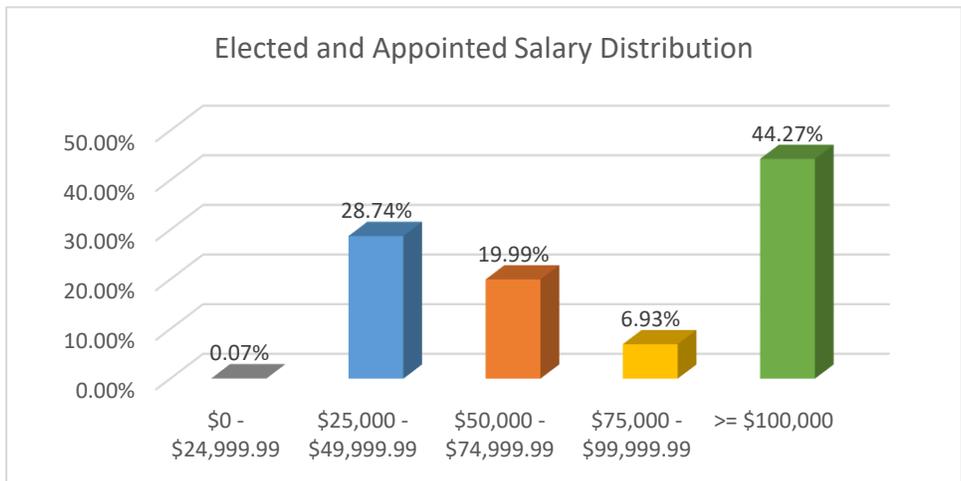


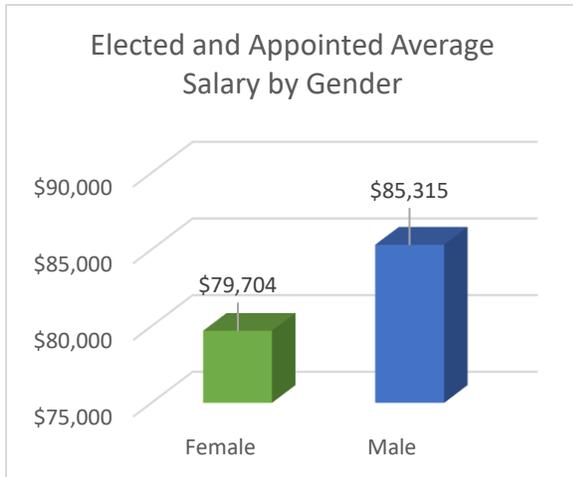


## Salaries

Salaries and salary ranges for elected and appointed positions are generally determined by statute. The average full-time salary in 2016 was \$81,583 with a minimum of \$35,804 and a maximum of \$150,480. Slightly more than 44% of elected and appointed officials earn \$100,000 or more.

Where females are elected or appointed there is a high level of salary parity with their male peers. The lower average salaries among minority groups may be attributed to 49% of this group serving as magistrates, a job which has the lowest starting pay among elected and appointed officials. Elected and appointed officials identifying as Hispanic earn the highest average full-time salary at \$82,593.





## APPLICANT DATA

In 2016 the Judicial Branch posted 529 open positions. The two staff members dedicated to recruiting processed an average of 44 postings each month, statistically identical to the average postings in 2015. The Clerk of Superior Court offices had the highest number of postings (36%), followed by District Attorney offices (26%).

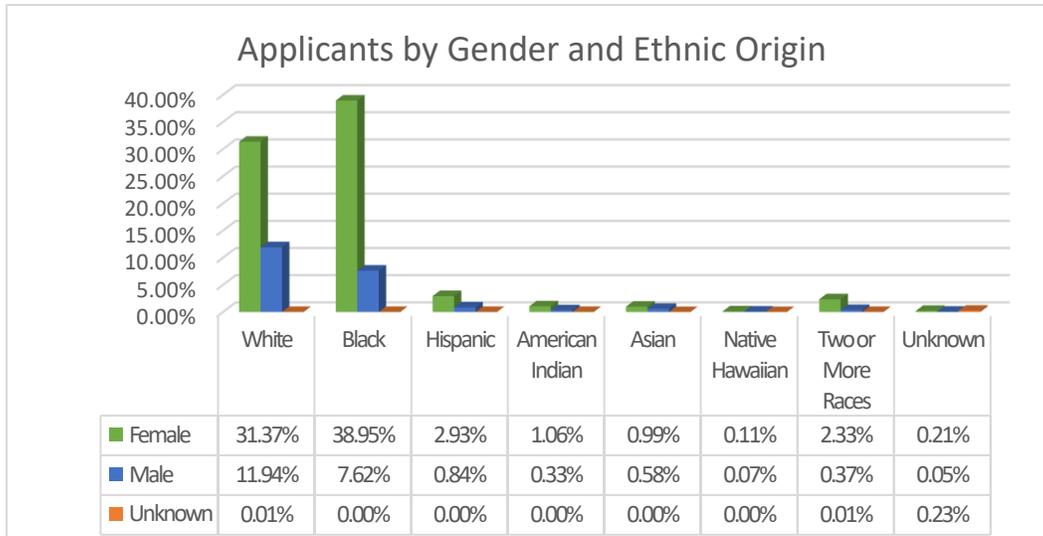
Of the 47,906 applications submitted online, 78% were from females and 22% from males which is similar to the application ratios for 2015 (77% female, 23% male) and both 2013 and 2014 (79% female, 21% male).

There was a 6.90% decrease in the number of applicants from 2015 (51,446 applicants). Although the total number of applicants for each ethnic group were down (with the exception of Hispanics and two or more races) as would be expected from the decrease in the total number of applications, the ratio of white applicants to black applicants and other minority applicants significantly changed. In 2015 white applicants outnumbered black applicants by 4% and in 2016 black applicants outnumbered white applicants by 7.54%.

The largest demographic shifts occurred among applicants identifying as Hispanic with 3.8 times the number of applicants and two or more races with just over 10 times the number of applicants electing this ethnic origin identification as in 2015.

The increase in minority applicants may be due to the increasing reliance on technology to power recruiting practices. Meeting potential applicants on their preferred platforms, such as Facebook, Twitter, and LinkedIn may be more beneficial in reaching minority applicants than posting to the state government jobs website alone.



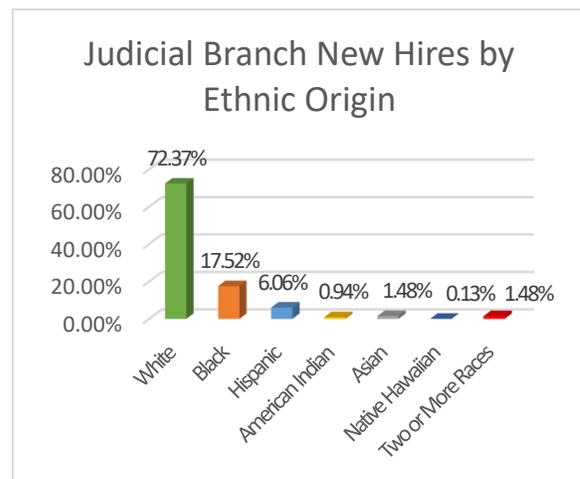
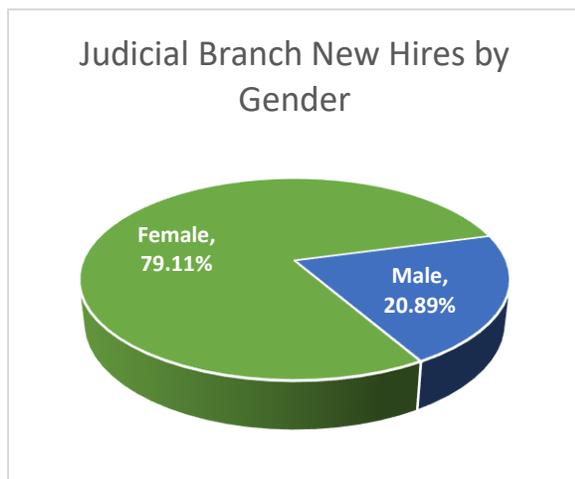


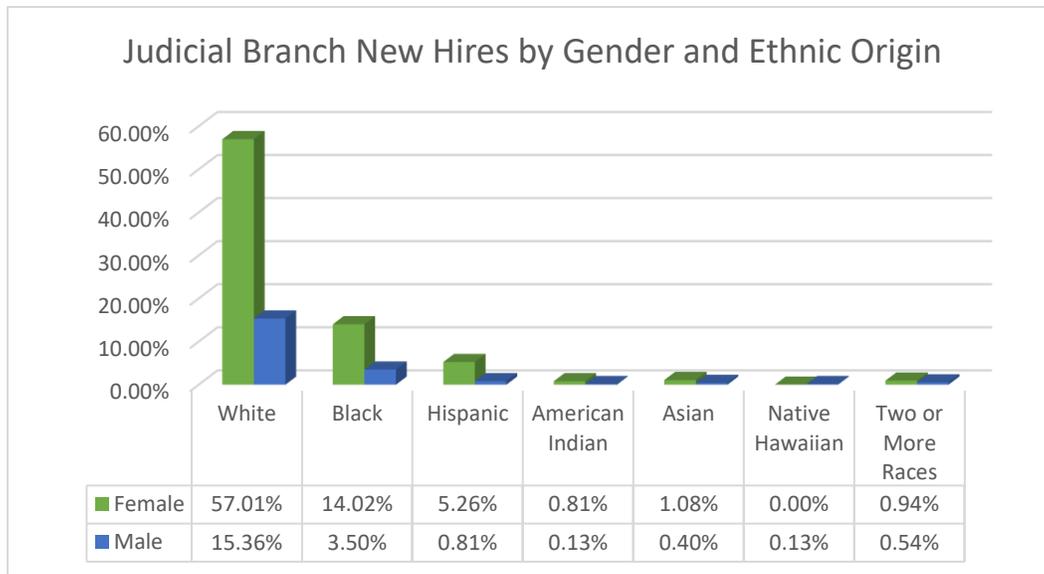
## NEW HIRES

There were 742 new hires and re-hires during 2016 (a 19.68% increase from 2015), excluding elected and appointed officials. New hires by gender (79% female, 21% male) each vary by 8% from 2015 (71% female, 29% male), while minority hiring at 28% remains largely unchanged.

Of the minority hires, black or African American applicants were 63% (compared to 67% in 2015) and Hispanic/Latino applicants were 22% with other minorities comprising the remaining 15% of applicants. Combined, Hispanic/Latino and other minority hiring remained relatively unchanged from 2015 at 10%.

There were an average of 91 applications for each of the 529 positions posted (a 3% increase in positions from 2015). Females accounted for 78% of applications, and were hired for 79% of vacancies while males accounted for 22% applications, and were hired for 21% of vacancies, all at rates little changed from 2015.





## PROMOTIONS AND TRANSFERS

There were 219 promotions and transfers in 2016, excluding elected and appointed officials, a 16.49% increase from 2015. Female promotions of 79% matches the predominantly female workforce of 79% and is correspondingly true for male promotions. Combined, minority groups were awarded 26% of all promotional opportunities, an increase of 3% from 2015. Of the minority promotions, blacks and African Americans represent 20% of promotions and transfers with the remaining minority groups accounting for 6% of promotions and transfers, largely unchanged from 2015.

## REPORT DISSEMINATION

### Internal

The 2016 EEO Plan for the NC Administrative Office of the Courts is made available to internal constituents by the following methods.

1. A copy will be included in a newsletter (HR News You Can Use) distributed to all Judicial Branch employees.
2. A copy will be posted on the Judicial Branch intranet (JUNO) with key words noted for search engine optimization.
3. A hard copy will be maintained in the Human Resources office for review upon request.
4. The statement, *All NC Judicial Branch agencies are Equal Opportunity Employers*, will continue to be included on all internal job postings.

Hiring authorities will continue to be reminded and encouraged to keep their EEO posters up to date and appropriately displayed.



## External

The 2016 EEO Plan for the NC Administrative Office of the Courts is made available to interested external parties by the following methods.

1. A copy will be posted on the NC Judicial Branch's public website ([www.nccourts.gov](http://www.nccourts.gov)) with key words noted for search engine optimization.
2. The statement, *All NC Judicial Branch agencies are Equal Opportunity Employers*, will continue to be included on all external job postings.
3. The statement, *The North Carolina Judicial Department is an Equal Opportunity Employer*, will continue to be included on all job applications.
4. Third-party recruitment and staffing agencies will continue to be informed of our EEO policy and commitment.
5. A hard copy will be maintained in the Human Resources office for review upon request.

## CONCLUSION

Equal employment opportunity continues to be emphasized by the NCAOC to all Judicial Branch work units. The nature of the work in the most common jobs means the Judicial Branch is likely to remain predominantly female. The NCAOC strives to encourage all managers, including the 21% of elected and appointed officials, to make our future workforce more diverse and representative of our local communities. We will continue in our efforts as indicated in this report to attract, recruit, and retain the best-qualified persons who will diligently serve our North Carolina court system.



# ADDENDUM

## Occupational Category Definitions and Job Titles

The occupational categories and corresponding definitions are derived from the US Equal Employment Opportunity Commission’s instructions for completing the EEO-4 (state and local government) report form. See <http://www.eeoc.gov/employers/eeo4survey/e4instruct.cfm>. In order to conform to the US Census American Data Survey job categories, employees classified under the EEOC’s Paraprofessionals job category are grouped with Professionals in this report. Titles of elected and appointed officials are not included in this collection of job titles.

### Officials and Administrators

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and- housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

Applications Development Administrator	GAL Regional Administrator
Applications Development Manager	Infrastructure & Ops Supp Serv Admin
Assistant Clerk of the Court of Appeals	Procurement Services Manager
Chief Information Security Officer	Systems Support Supervisor
Enterprise Architecture Manager	Trial Court Administrator

### Professionals

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

Access and Visitation Coordinator	Administrative Officer I
Accountant	Administrative Services Manager
Accounting Supervisor I	Administrator of Technical Support/Opera
Accounting Supervisor III	Appellate Courts Director of IT
Administrative Intern	Applications Analyst Programmer I



Applications Analyst Programmer II	Custody and Visitation Mediator I
Applications Analyst Programmer III	DA Administrative Assistant II
Applications Analyst Programmer Spec	Database Administrator
Applications Systems Analyst III	DCS Engineer
Assistant Administrator, AOC Network Ser	DCS Supervisor
Assistant Appellate Defender	Deputy Capital Defender
Assistant Appellate Defender-Parent Rep	Deputy Director For Research & Training
Assistant Appellate Division Reporter	Digital Communications Project Manager
Assistant Capital Defender	Director of Central Staff
Assistant Clerk of Supreme Court	Director Office of Staff Counsel NC
Assistant District Attorney	Disaster Recovery Coordinator
Assistant Juvenile Defender	Dispute Resolution Commission Dep Dir
Assistant Legal Counsel	District Attorney Admin Asst I
Assistant Librarian For Public Services	District Attorney Admin Asst II
Assistant Librarian For Technical Services	District Court Trial Court Coordinator
Assistant Public Defender	Employee Relations/EEO Consultant
Assistant Reporter of Decisions/Attorney	Exchange Email System Engineer
Assistant To Special Counsel	Facility & Vehicle Services Manager
Associate Counsel	Family Court Administrator
Asst Administrator, Support Services	Family Court Administrator I
Asst. Director Staff Counsel	Family Court Case Coordinator
Benefits Specialist	Family Court Coordinator II
Budget Analyst I	Field Accounting Manager
Budget Analyst II	Field Acctg Policy & Training Analyst
Budget Analyst Senior	Field Support Manager
Business Systems Analyst	Financial Crimes Prosecutor
Business Systems Analyst Supervisor	Financial Management Analyst
Capital Case Coordinator	Financial Services Manager I
Caseflow Manager	Financial Services Manager II
Chief Resource Prosecutor	GAL Assistant to the Administrator
Child Abuse Resource Prosecutor	GAL Attorney Advocate
Community Access & Outreach Admin.	GAL District Administrator
Compensation Analyst	GAL Program Specialist I
Computer Room Supervisor	GAL Program Specialist II
Contracts Administrator	Grants Accountant
Court Programs Specialist I	Human Resources Compensation Manager
Court Programs Specialist II	Human Resources Manager
Court Reporting Manager	IDS Assistant Director



IDS Auditor	Parent Representation Coordinator
IDS Financial Analyst	Procedural Help Desk Specialist
IDS Fiscal Officer	Procurement Specialist I
IDS Forensic Resource Attorney	Procurement Specialist II
IDS Information Technology Director	Procurement Specialist III
IDS Legal Associate	Programs & Special Projects Manager
IDS Research Director	Project Coordinator
Information & Communications Specialist	Project Management Advisor
Information Systems Services Engineer	Project Manager I
Innocence Inquiry Commission Assoc Dir	Project Manager III
Innocence Inquiry Commission Case Coordinator	Public Defender Admin Asst I
Innocence Inquiry Commission Investigator	Public Defender Admin Asst II
Innocence Inquiry Commission Staff Attorney	Public Defender Admin Asst III
Instructional Designer	Public Defender Admin Asst IV
Internal Audit Manager	Public Defender Administrator
Internal Auditor	Records Management Specialist
Interpreting Services Mgmt. Specialist	Recruiting Consultant
IT Asset Management Specialist	Reg Traffic Safety Resource Prosecutor
IT Portfolio Manager	Regional Defender
IT Security Engineer	Remote Public Access Analyst
IT Security Engineer III	Remote Public Access Lead Analyst
Jr. Web Developer	Research and Planning Associate
Judicial Standards Commission Counsel	Research And Planning Associate Senior
Juvenile Defender Communications Off Mgr	Research and Policy Associate
LAN Architecture Engineer	Research and Policy Associate Senior
LAN Support Specialist	Research Assistant I
LAN Support Specialist Supervisor	Research Assistant II
Learning Technology Consultant	Research Associate
Legislative Liaison	Resource Prosecutor
Linux Server Engineer	Resource Victim-Witness/Legal Assistant
Messaging and Interfaces Team Lead	Safety & Health Specialist
NC Courts Anniversary Program Manager	SC Chief Deputy Marshal
Network Infrastructure Svcs Manager	Senior Server and Storage Engineer
Official Court Reporter - Resident	Senior Systems Programmer
Official Court Reporter - Rover	Sentencing & Policy Advis Comm Assoc Dir
Operations Administrator	Server Systems Engineer
Organization Development Administrator	Setoff Debt Collection Officer
Parent Rep-Administrative Assistant	Social Worker



Software Test Engineer	Telecommunications Manager
Spanish Interpreter	Telecommunications Specialist
Special Counsel	Telecommunications Specialist Senior
Special Counsel Supervising Attorney	Trial Court Coordinator
Special Projects Coordinator	Unified Comm Operations Manager
Sr. Quality Control Analyst	Veterans Treatment Court Case Manager
Staff Attorney I	Veterans Treatment Court Coordinator
Staff Attorney II	Veterans Treatment Court Mentor Coord
Staff Attorney III	Violence Agnst Women Resource Prosecutor
Staff Court Interpreter	VoIP Telecommunications Specialist
Superior Court Trial Court Coordinator	WAN Engineer II
Systems Analyst I	WAN Engineer III
Systems Analyst II	Web/Publications Designer
Systems Analyst III	White Collar Crimes Resource Prosecutor
Technical Service Desk Manager	Windows Server Engineer

### Technicians

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

Appellate Courts Appl Analyst Programmer	Audio/Video Technician
Appellate Courts Applications Programmer	

### Protective Service Workers

Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

Capital Case Chief Investigator	Innocence Inq Comm Legal Investigator
Capital Case Investigator	Judicial Standards Comm Investigator
Capital Case Paralegal	Public Defender Chief Investigator
District Attorney Investigator	Public Defender Investigator
District Attorney Legal Assistant	Social Worker/Mitigation Specialist



### Administrative Support (Including Clerical and Sales)

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typist, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

Accounting Specialist I	Deputy Clerk
Accounting Specialist II	Deputy Clerk - Cashier
Accounting Specialist III	Deputy Clerk - Child Support
Accounting Specialist IV	Deputy Clerk/Bookkeeper
AD Database Manager/Paralegal	District Attorney Legal Assistant
Administrative Officer I	District Court Judicial Assistant I
Administrative Officer II	District Court Judicial Assistant II
Administrative Secretary	Executive Assistant I
Administrative Services Program Asst	Executive Assistant II
Administrative Specialist	Executive Assistant III
ADR Coordinator	Executive Assistant to Asst Director AOC
AOC Division Assistant	Family Court Judicial Assistant
Appellate Clerk I	Forms and Procedural Help Desk Manager
Appellate Clerk II	Forms Design Specialist
Appellate Defender Admin Asst III	GAL District Admin
Appellate Defender Legal Assistant	GAL Program Assistant
Arbitration Coordinator	GAL Program Supervisor
Assistant Clerk	GAL Supervisor
Assistant Meeting Planner	Help Desk Specialist
Business Court Legal Assistant	Help Desk Specialist Senior
Capital Defender Legal Assistant	HRIS Specialist
Caseflow Coordinator	Human Resources Assistant II
CDM Judicial Assistant	IDS Administrative Assistant
COA Clerk Associate	Judicial Services Coordinator
COA Legal Assistant	Juvenile Court/School Liaison
Computer Operator	Juvenile Courtroom Clerk & Family Drug C
Coordinator of Opinion Drafting	Lead Jury Coordinator
Court Reporter Technician 17A	Legal Assistant I
DA Legal Assistant	Legal Assistant II
DA Victim Services Coordinator	Legal Assistant III
Data Control Specialist	Library Technical Assistant
Deferred Payment Coordinator	Mail Clerk



Microfilm Services Assistant	Programs Administrative Specialist
Micrographics Services Assistant	Public Defender Legal Assistant
Motion and Petitions Clerk	Recruiting Specialist
Payroll Specialist II	Salary Administration Specialist I
Print Shop Supervisor	Salary Administration Specialist II
Printing Equipment Operator	Secretary I
Printing Services Manager	Secretary II
Printing Staff Supervisor	Special Counsel Legal Assistant
Procurement Assistant	Superior Court Judicial Assistant I
Production Support Specialist	Superior Court Judicial Assistant II

### Skilled Craft Workers

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

Not Applicable

### Service – Maintenance

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundkeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

Distribution Assistant	Distribution Staff Supervisor
Distribution Services Manager	Facility Maintenance Coordinator

